



“...meeting community needs...enhancing quality of life.”

OFFICE OF THE MAYOR

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TO: Common Council
FROM: Mayor Jacob A. Woodford
DATE: July 21, 2021
RE: Human Resources Director Recommendation

The Human Resources Director position was vacated as a result of a retirement in April 2021. The Deputy Human Resources Director has served in an interim capacity since that time. A search was launched, as planned, in June to fill the vacancy. Following the completion of that search, I am pleased to recommend an exceptional candidate for the role – one who brings nearly two decades of municipal Human Resources experience and a deep knowledge of the City of Appleton.

A Human Resources professional for his entire career, the candidate holds a BS in Business Administration from the University of Wisconsin Oshkosh and a master’s degree in Management and Organizational Behavior from Silver Lake College. He holds the SPHR (Senior Professional in Human Resources) and SHRM-CP (Society for Human Resource Management Certified Professional).

From benefits administration to risk management, to strategy development, the candidate’s rich experience has touched every aspect of the position for which he is being recommended. In addition to an outstanding professional background, the candidate is known for his personable nature, his ability to responsibly and humanely steward resources and his eagerness to understand and address problems. He builds relationships and leads with integrity and is a trusted resource for his colleagues.

Since 2004, the candidate has served in the City of Appleton’s Human Resources Department, first as an HR Generalist II, then as Deputy Director, before his most recent service as Interim Director of Human Resources. He has taken up the role of Interim Director with focus and determination, leading our HR team through some of the most complicated employment dynamics of the pandemic as we returned to the workplace. He has not merely been a caretaker in this interim period – he has been an active and engaged member of the Leadership Team and has taken up critical work on behalf of the department, and he is poised to continue this good work well into the future.

It is my honor to recommend for your consideration Jay M. Ratchman to serve at the City of Appleton’s next Director of Human Resources. His resume is attached for your reference.

Please be in contact should you have any questions or concerns.